

SLACKWOOD VOLUNTEER FIRE COMPANY



CONSTITUTION & BY-LAWS

ADOPTED

MAY 2021

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CONSTITUTION

ARTICLE I

The association shall be known as the Slackwood Volunteer Fire Company No. 1, Incorporated, of Lawrence Township, County of Mercer, and State of New Jersey.

ARTICLE II

The object of this organization is the extinguishment of fires, the protection of life and property in our township, and to assist other fire companies / departments in the performance of their duties.

The department shall assist in any disaster, emergency, or occasion for which it may be properly equipped and for which it is called by the proper authorities. Fire prevention education shall be carried on to the extent that is practical.

ARTICLE III

Regular meetings shall be held on the first and third Thursday of each month, except for the months of June, July, and August, when it will be held on the third Thursday of each month. Meetings will start at 8:00 PM.

ARTICLE IV

Seven (7) active members (including officers) shall constitute a quorum for the transaction of business.

ARTICLE V

This company shall not be dissolved as long as seven (7) members wish it continued.

ARTICLE VI

All meetings of this company will be run under "Roberts Rules of Parliamentary Procedures" unless superseded by the Constitution and Bylaws. There shall be two (2) copies available at every meeting.

ARTICLE VII

Elected Officers

The elected of this company shall consist of President, Vice President, Company Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Chaplain, Fire Chief, Deputy Chief, and Assistant Chief, whose terms of office shall be one (1) year, beginning January 1, through December 31, inclusive. The three chief fire officers are further identified as the Board of Chiefs.

Appointed Officers

The Executive Board shall appoint a Board of five (5) Trustees, whose terms of office shall be three (3) years. Not more than two Trustees terms to expire in any one year. All members appointed to a trustee term must be a member in good standing and meet all quotas set by the by-laws. All appointments shall be made so the members take office on January 1st.

ARTICLE VIII

The membership of this company shall consist of seven (7) classes:

1. Active Member: A member eighteen (18) years of age or older, completing probation and actively participating in fire company activities.
2. Active Exempt Member: An active member completing his/her seventh (7) year on the New Jersey State firefighters list.
3. Active Member, Restricted: A member completing probation and actively participating in fire company activities and whose participation on the fire ground is limited to fire police duty.
4. Associate Member: A person who is unable to be an active firefighter or desires to assist the fire company in non-firefighting duties only. An associate member is subject to an annual fee of \$25.
5. Life Member: An active member completing (20) years of service to the fire company.
6. Honorary Member: A person who is voted on by the company for their outstanding contribution to the fire company.
7. "Chief Emeritus": A person that retired from office but retaining an Honorary Title corresponding to that held after retirement.

A. A person who has completed ten (10) years as Fire Chief.

BYLAWS

ARTICLE I – DUTIES OF OFFICERS

Section 1: President

1. The President shall preside at the meetings of the company, preserve order therein, put all motions, take the vote thereon, and announce the result, his decision being final unless appeal is made. He / she may, at the request of seven (7) members, call a special meeting, in which case he / she shall be furnished with the names of members so requesting, and with their reasons for doing so in writing.
2. He / she shall have the deciding vote in case of a tie, except in questions and cases, which require the concurrence of two-thirds of the members present.
3. He / she shall appoint all committees.
4. He / she shall be on the signature card for bank transactions, signing checks when required.
5. He / she shall perform all such duties as the Constitution and Bylaws specify.
6. The President shall be ex-officio member of all committees. He / she may appoint the Vice President to be ex-officio member of committees he / she is unable to attend.
7. He / she shall procure a security bond for the Treasurer to cover the company's financial capital.
8. The President, it shall be his / her duty, with the Fire Chief of the company, to represent the company in and before anybody or place where the interests, rights, and privileges of the company are concerned.

Section 2: Vice President

1. The Vice President, in the absence of the President, shall preside at all meetings and perform all duties incumbent on that office. He / she shall be on the signature card for bank transactions, and sign when necessary.
2. He / she shall, when appeal is made from the decision of the President, take the chair and announce the opinion of the members present on the question.
3. He / she shall instruct each new member of his obligations to the company, presenting him with his Bylaws book and key.
4. He / she shall list all bills for presentation to the company floor at the regular meetings for their approval, and provide a signed copy to the President, Recording Secretary, Treasurer, and keep one for the records.
5. He / she shall attend to all correspondence and post current news of interest on the bulletin board.

Section 3: Company Secretary

1. The Company Secretary shall keep correct minutes of the company, attend all meetings with the necessary books and papers, and execute such other writings as the company may require. The Company Secretary shall read all minutes of the

- previous meeting and to take minutes of meetings he can't attend. He / she shall record date and number all membership applications when received.
2. He / she shall enter the name, age, occupation and residence of every person proposed for membership in the minute's book.
 3. He / she shall call the roll of all officers and keep this record in a roll call book provided by the company.
 4. He / she shall also post, thereon, a notice of all special or adjourned meetings on the company bulletin board.
 5. Upon retirement from office, he / she shall hand over his books properly posted to date to his successor in office.
 6. He / she shall report to the President at each stated meeting all outstanding committees and kept a record of their reports. He / she shall be on the signature card for bank transactions, and sign checks when necessary. He shall be responsible for the corporate seal of the company.
 7. He / she shall prepare a copy of the minuets and disseminate via electronic media prior to the next company meeting.
 8. He / She will be responsible for any letters of correspondence.
 9. A member appointed by the presiding officer may direct a member to fulfill the duties of the Company Secretary if he / she is unavailable.

Section 4: Financial Secretary

1. The Financial Secretary shall receive all monies belonging to the company and turn the same over to the Treasurer, taking his / her receipt for the same.
2. He / she shall keep correct accounts between the company and its members.
3. Upon expiration of the term of office, he / she shall turn over to his / her successor all books of the company, correctly posted to date.

Section 5: Treasurer

1. The Treasurer shall receive, in trust from the Financial Secretary, all monies belonging to the company, giving his receipt, therefore; keep regular entries in a book provided by the company of all monies received and disbursed, pay all bills upon orders received from the President and attested by the Vice President.
2. All company money will be deposited in the name of the Slackwood Volunteer Fire Company No. 1 Inc. and will be deposited in the company accounts. He / she shall also be responsible for having reports given on all company accounts at each regular company meeting. He / she shall pay all bills when passed at regular or special meetings. He will be on the signature card for bank transactions.
3. He / she shall, at the second regular meeting held in November of each year, present a written report of all monies received and expended, and submit his books, vouchers, and receipts for all bills paid for the company to the Auditing Committee for inspection.
4. He / she shall, upon expiration of his term of office, hand over to the successor, all money, books, vouchers, and receipts or other papers belonging to the company.

Section 6: Chaplain

1. The Chaplain will take care of Memorial Services on holidays, also services for deceased members. He / she shall be responsible for Article X, all sections.

Section 7: Board of Trustees

1. The Trustees shall have full charge of all fire company property excluding fire apparatus and any firefighting equipment. They shall maintain property entrusted to be in good condition, and shall repair and purchase all supplies, unless otherwise ordered by the Fire Company.
2. The Trustees shall see that the House Rules are obeyed, and report in writing, to the Grievance Committee, the names of any members violating House Rules or in any way, damaging Fire Company property.
3. They shall have the authority to purchase up to \$1,000.00 for emergency repairs.
4. They shall have the authority to rent or lease the banquet hall and kitchen. They shall be responsible to ensure adequate insurance coverage for the fire company.
5. They shall take in writing, an inventory annually on or before March 1, and shall present it to the Company Secretary at the first fire company meeting in March and record it in his/her book and present their financial book for audit at such time. This shall include all accounts the Trustees need to operate for said year.
6. They shall hold Trustees meetings on fire company property at a set time each month and shall not miss more than two (2) consecutive meetings without due cause and permission from the chairman.
7. They will hold one annual meeting in January of each year and elect a Chairman and Vice Chairman. No Trustee shall hold the position of Chairman and Vice Chairman at the same time or hold same offices for more than two (2) consecutive years.
8. They will hold a regular Trustees meeting monthly, at the discretion of the head trustee and report to the fire company membership at the next regular fire company meeting.

Section 8: Sergeant at Arms

1. The Sergeant at Arms, under the direction of the President, shall assist in maintaining order at all meetings.
2. He / she shall escort and introduce any visitors or distinguished guests as may attend the meetings.
3. He / she shall be responsible for the list of members in attendance at all meetings.
4. He / she shall have charge of conducting the drawing at each fire company meeting.
5. He / she shall perform such other duties as the President directs.

Section 9: Fire Chief

1. The Fire Chief shall be provided with proper badges to be provided by the company. These shall constitute his / her badge of office for which he / she shall be personally responsible.
2. He / she shall have charge of all fire apparatus and of all firefighting equipment and shall be responsible for the proper working conditions of the same at all times.

3. He / she shall have charge of the working of the company and the apparatus at all fires, drills, and parades.
4. He / she shall have power to purchase new supplies to a sum not exceeding \$500.00 and present bills covering such supplies at the next regular meeting. He / she must receive approval before expending any other funds and provide an itemized accounting at each meeting.
5. He / she shall make a report at each regular meeting of all fires and alarms, and request for any material or supplies that may be needed for the proper working order of the fire apparatus. He / she shall announce drills, fire training programs, or special officers' meetings at each regular meeting.
6. He / she shall report, in writing, at the next scheduled meeting to the Grievance Committee, all omissions of duty, of disobedience, of orders on the part of officers, or members of the company. A clear violation of enumerated rules, criteria or regulations will be the basis for the chief to start a grievance. It is noted that a grievance situation is a confidential matter. Due process must be followed.
7. He / she shall record in a book for that purpose, all names of members responding to alarms and for fire duty, and record appropriate information concerning each alarm and fire on a standard form to be provided by the company.
8. He / she shall make all reports and keep all records that the New Jersey Firemen's Association may require.
9. The company shall pay the Chief's dues to the International Fire Chiefs Association, also funds shall be provided for IFCA convention.
10. The Chief is an ex-officio member of the Mercer County Firemen's Association and entitled to a vote.
11. On the third Thursday of each month, he / she shall hold an Officer's Meeting with all Fire Line Officers attending, before the regular scheduled company meeting.
12. The Board of Fire Chiefs shall appoint all: Lieutenant(s), Captain(s), Safety Officer(s), Fire Police Officer(s), and Engineer(s) for that calendar year.
13. He / she shall be responsible for the inventory of all fire equipment due in November of each year.
14. He / she shall be in charge of all Junior & Cadet Firefighters of the company.
15. It shall be his/ her duty, with the President of the company, to represent the company in and before anybody or place where the interests, rights, and privileges of the company are concerned.
16. The Chief shall attend the meetings of the Mercer County Active Chiefs Association.

Section 10: Deputy Chief

1. He / she shall be subject to the orders of the Chief at all times, and in absence of the Chief, shall assume all duties of the Chief, and must be obeyed accordingly.

Section 11: Assistant Chief

1. He / she shall be subject to the orders of the Chief at all times, and in the absence of the Chief and Deputy Chief, he shall assume command, and must be obeyed accordingly.

Section 12: Captains

1. The Captain(s) shall be subject to the orders of the Chief Officers, and when none are available, they shall assume command, and must be obeyed accordingly.

Section 13: Lieutenant(s)

1. The Lieutenant(s) shall be subject to the orders of the Chief Officers, and when none are available, he shall assume command, and must be obeyed accordingly.

Section 14: Fire Police Captain

1. He / she shall be subject to the orders of the officer in charge at an alarm or other fire duty.
2. He / she shall be responsible for all traffic control.

Section 15: Safety Officer

1. He / she shall be subject to the orders of the Chief Officers, and when none are available, shall assume command, and must be obeyed accordingly. At the scene of a fire / rescue emergency and at the direction of the Chief or officer in charge the Safety Officer will monitor ongoing fire / rescue operations and report changes to the officer in charge.

ARTICLE II – MEMBERSHIP

Section 1: Active Member in Good Standing

1. A member completing probation and actively participating in fire company activities shall:
 - a. Have made at least 25 percent of company fire alarms, 25 percent of all company drills, and 25 percent of all company activities.
 - b. Have attended at least 7 regular company meetings a year.
 - c. Company Drills are defined as follows.
 - d. The drill has been posted via company calendar, social media, IAR responding.
 - e. Date and topic start time and approximate end time.
 - f. A quorum of 7 members must be present.
 - g. A roll call roster is completed and signed by attending members, chief officer and instructor.
2. Failure to comply with percentages without sufficient reason to the membership committee will result in suspension of voting privileges.
3. If the member so desires, he can qualify for the State Exempt list by attending 60 percent of company fire alarms for seven years.

Section 2: Active Exempt Member in Good Standing

1. The same requirement as Section 1 above also completing seven active years at 60 percent on the State Exempt Firefighters list.
2. He / she shall be exempt from the company fire alarm percentage.
3. If a member does not qualify for the State Exempt list, he/ she can qualify to be an Active Exempt Member by completing ten years as an active member.

Section 3: Active Member, Restricted

1. A member completing probation and actively participating as a Fire Police in fire company activities shall:
 - a. Have made at least 25 percent of fire alarms, and 25 percent of all company activities.
 - b. Have attended at least seven regular meetings a year.
 - c. Not be in debt to the fire company by non-payment of fines.
2. Failure to attain the necessary percentages without sufficient reason to the membership committee will result in suspension of voting privileges.
3. Must have attended and completed training program given by Mercer County Fire Police Association.

Section 4: Associate Member

1. A member completing probation and actively participating in non-firefighting company activities shall:

- a. Have participated in at least 25 percent of all non-firefighting company activities.
 - b. Have attended at least 7 regular meetings a year.
 - c. Not be in debt to the Fire Company by non-payment of fines.
2. Failure to attain the necessary percentages without sufficient reason to the membership committee will result in suspension of voting privileges.
 3. An associate member will possess the same rights and privileges as an active member in non-firefighting company matters. Because of stringent rules and regulations enacted by New Jersey and the Federal Government governing active firefighters, associate members shall not ride on fire apparatus on emergency calls or perform firefighting activities and are not permitted to vote for fire line officers or vote on firefighting policy matters.

Section 5: Life Member

1. An active or Active Exempt member completing 20 years of service, not including junior and/or cadet firefighters, to the fire company shall be presented with a life membership ID card. He or she may remain active and hold elected office if qualified under Active IV.

Section 6: Honorary Member

1. A person who is voted on at two (2) regular meetings by the fire company for their outstanding contribution to the fire company shall be exempt from any active participation in fire company activities, may attend meetings, and with consent of the President, may speak on any subject, but shall have no vote, shall be presented with an Honorary Membership ID card, and shall be entitled to a door key.

Section 7: Probationary Member

1. He / she shall complete, or already have completed Mercer County Basic Firefighters Training course, or equal approved by the NJ Division of Fire Safety as meeting qualifications for Firefighter I before being accepted as an active member. The exception to this requirement would be those probationary members seeking status as an Active Member Restricted. Those members will be required to attend Mercer County Fire Police Basic School before acceptance as an Active Member Restricted. During the one (1) year probation period he must attend 25 percent of all fire company alarms, 25 percent of all company meetings (not to miss more than 5 consecutive meetings) 50 percent of all company drills, and 25 percent of all company activities. Failure to comply with percentages without sufficient reason to the membership committee will result in disciplinary action.

Section 8: General Conduct

1. All members shall be subject to all the House Rules and regulations as may be adopted by the fire company. Active and Active Exempt members shall respond to all alarms and

other occasions of duty necessary, shall take any position assigned to them by the officer in charge, and perform the duty to the best of their ability.

2. Any member failing to obey orders of an officer at an alarm, or to observe the rules of the fire company, or in the case of an officer failing to fulfill his duties of office, shall, within 72 hours of the offense be called before a Board of Fire Chiefs. If charges are upheld by a majority of officer's present at the meeting, said member may be suspended, not to exceed 2 weeks or confronted with written charges to be submitted to the Grievance Committee at the next regular fire company meeting.
3. Any member failing to observe the rules of the Fire Company or in the case of an executive officer failing to fulfill his duties of office, shall within 72 hours of the offense be called before a Board of Fire Chiefs. If charges are upheld by the majority of officers present at the meeting, said member may be suspended, not to exceed two weeks or be confronted with written charges to be submitted to the Grievance Committee at the next regular fire company meeting.
4. No member shall discuss the business affairs or proceedings of the fire company at improper times and places. If an individual is confronted by the news media, he/she shall refer them to a Fire Company Line Officer, if in service at the scene of an emergency, and to a Fire Company Executive Officer all other times. Any member found guilty of this offense may be fined, or if serious enough an offense, can be expelled from the fire company.
5. It shall be the imperative duty of all members who have witnessed any disorderly or improper conduct by any member or officer while of fire company property, or when responding to any call of duty, to report the offense to the officer in charge.
 - a. Matters of Disagreement: From time-to-time disagreements may occur between members that, if left unaddressed, may create disharmony within the organization. Members are encouraged to resolve these matters between themselves, but if this is not possible, the following method of recourse has been established.
 - b. Where there exists a problem between a member or member(s) and officer(s), pertaining to the firefighting function of the department, the member(s) may first request the Chief, or his/her appointed representative, to mediate the situation.
 - c. Where there exists a problem between a member, or member(s) and officer(s) pertaining to any function of the department, the member(s) may first request the President, or his/her appointed representative, to mediate the situation.
 - d. If, after such mediation, a satisfactory resolution cannot be found between any of the parties involved they have the right of recourse to a hearing before the Grievance Committee.
 - e. Matters of Breach of Conduct / Violations of Laws: There may occur violations to the Bylaws and/or Constitution of the organization. There may also be breaches of conduct by a member or member(s) that affect other Member(s), or the organization itself. This may be in areas such as damage to the building or property, injury to

- other members, violating fire ground orders, or inappropriate behavior on firehouse property or the fire ground.
- f. Where an action is deemed serious in nature by a member, he/she has a right and an obligation to bring it to the attention of the appropriate jurisdiction, this being the President and or Chief. If after review of the action, the president and or Chief do not decide to proceed, the member has the right to appeal to the Grievance Committee for a hearing. Where the action involves the President and or Chief, the member may proceed directly to the Grievance Committee to request a hearing.
 - g. Whereas it is determined that the action in question is serious enough for the Executive Board to convene, the member affected by, or witness to, the action may request a hearing and file a formal complaint, where necessary. Where the action is one that has effect against the organization itself, including its facilities and equipment, the President and or Chief are obligated, as officers of the organization, to pursue the matter. If the action is deemed serious enough to warrant a formal complaint the President and or Chief are obligated to do so on behalf of the organization, as officers of the organization.
 - h. If the Grievance Committee is convened to hear a matter or to take up the issue of a formal complaint, then their recommendation is to be considered final and binding upon approval from the membership.
6. Any person whose membership is terminated of his own accord, or expelled by company action, shall immediately return his door key, membership card, and all other fire company property.
7. No personal information of any member will be introduced to the internet without written permission of said member. The Slackwood Volunteer Fire Co. No. 1 Inc. will be allowed to keep whatever files deemed necessary to operations of written file and computer file and not be opened to the general public.

Section 9: Chief Emeritus

1. A person who has completed ten (10) years as Fire Chief whether or not consecutive. The person shall hold this title for Life. This title shall bestow on the person upon their retirement from office if they completed the required time in office. They shall be presented with a gold membership ID card.

ARTICLE III – APPLICATION FOR MEMBERSHIP

Section 1:

1. The fire company shall provide an application form in addition to a background investigation form.
2. All applicants must be eighteen (18) years of age, be of good moral character, and agree to abide with the Constitution and By-Laws of the Slackwood Volunteer Fire Company No. 1. Any adult individual at least 18 years of age who is a citizen of the United States and has been a current resident of Mercer County for at least ninety days is eligible for membership subject to compliance with the provisions of the By-laws of the Department. Membership shall be available to all those qualified without regard to sex, age, race, color, creed, marital status, or national origin.
3. Any person qualifying under Section 2 and passing a background investigation may apply for active, active restricted, or associate member. An associate applicant is required to submit the fire company application and background investigation forms.
4. The application being received by the fire company secretary, accompanied by the initiation fee of \$25.00 will, at the next regular company meeting, be read and referred to the Membership Committee meeting by the secretary. At the next regular fire company meeting after the background investigation is complete, the membership committee will reject or accept the application. If rejected, the initiation fee shall be returned to the applicant. If accepted, the applicant having paid his initiation fee, will be given a membership ID card, door key, a copy of the fire company constitution and bylaws, and the form required for the township and state application, which require a medical exam. When a member leaves the company, his/ her ID card, door key, and any other equipment belonging to the fire company, must be returned to the fire company.
5. The applicant can be at the firehouse during the second reading if the applicant is being recommended by the membership committee but shall remain out of the meeting room until the application is accepted by the general membership. At that time the probationary member will be invited to attend the remainder of the meeting.
6. Being elected to membership in the Slackwood Volunteer Fire Company, each member is on a one-year probationary period. At the end of the one-year probationary period if the member has satisfied all of the requirements the Chief / board of chiefs will recommend the member for permanent status.

ARTICLE IV – ELECTION OF OFFICERS

Section 1: Nominations and Elections

A. Election Committee

1. The President shall appoint an Election Committee, consisting of three members in good standing, at the second meeting in November. The Election Committee shall oversee the election of officers at the first meeting in December. The committee shall be responsible for: creating the ballots, distribution and collection of ballots to voters, tallying the votes, and announcing the results.

B. Nominations

1. Nominations of Officers shall take place at the second meeting in November. Any member nominated must be present to accept said nomination or submit in writing their acceptance by the second meeting in November. Failure on the part of the nominee to comply with this requirement will result in their removal as a candidate for office.

2. Candidates can be nominated for multiple positions however no officer may hold more than one (1) fire line or one (1) company office. A candidate may hold a company office and a fire line office at the same time.

3. The Fire Chief shall hold no other elective office.

4. If there are no opposing candidates for a position then a motion will be made for the Company Secretary to cast a vote for all uncontested positions.

C. Elections

1. Elections shall take place at the first meeting in December. Voting will be done by paper ballot. Order of Elections and Voting shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Sergeant-At-Arms, Chaplain, Fire Chief, Deputy Chief, and Assistant Chief.

2. The Election Committee shall hand out ballots for any opposed positions to eligible voters. They will collect all ballots, tally the votes, and announce the results. This process shall be used for every elected position if necessary.

D. Absentee Ballots

1. The President or Vice President, shall notify the election committee to distribute an absentee ballot to a member requesting it. The absentee ballot will be distributed by the Election Committee. The member must sign the eligibility list. The fire company shall accept no e-mail ballots. Ballots must be received before 12 noon on date of election.

Section 2: Officer Qualifications

Any member wishing to run for office must meet the following qualifications:

A. Company Officers

1. Must be an active, active exempt, active restricted, associate member, or any member that meets the associate member requirements and is in good standing with the fire company.
2. Must be a member of the fire company for no less than three (3) years.
3. A life member must have attended seven (7) regular company meetings.

B. Fire Line Officers

1. Must be an active member in good standing and have attended 25% of all fire alarms and special assignments, also 40% of drills and mandatory requirements as per Lawrence Township ordinances .
2. Must be a member of the fire company for no less then:

Chief	Six (6) years
Deputy Chief	Five (5) years
Assistant Chief	Five (5) years
Captain	Four (4) years
Lieutenant	Three (3) years
3. The Chief Officers shall have as a minimum, training and proficiency in the following areas:
 - a. Firefighter 1 NJ Division of Fire Safety
 - b. C.P.R.
4. Captains shall have a minimum of four (4) years in the fire service plus as a minimum, training and proficiency in the following areas:
 - a. Firefighter 1 NJ Division of Fire Safety
 - b. C.P.R.
5. Lieutenants shall a have a minimum of three (3) years in the fire service plus as a minimum, training and proficiency in the following areas:
 - a. Firefighter 1 NJ Division of Fire Safety
 - b. C.P.R.
6. All Line Officers must be qualified to operate in self-contained breathing apparatus in any firefighting situation.
7. All Line Officers must be NIMS (National Incident Command System) compliant to the current standards prior to being elected to an officer's position.

- a. Lieutenants & Captains. / ICS 100 ICS 200 and IMS Level 1 through the (NJDFS) New Jersey Division of Fire Safety.
- b. Chief Officers / ICS 100 ICS 200 and IMS Level 1 through the (NJDFS) New Jersey Division of Fire Safety. ICS 300 ICS 400 and IMS Level 2 -3 through the NJDFS.

Section 3: Membership Eligibility to Vote

1. Active, active exempt, and active restricted in good standing.
2. Life members can vote for company officers if he attends 25% of company meetings. Life members can vote for fire line officers if he attends 25% of all fires, drills, special assignments, and company meetings.
3. Any member who is unable to respond to emergency calls due to a medical condition for an extended period of time shall have his / her percentages calculated on the responses the member is available. An extended period of time shall be 30 consecutive days. A note from the member's doctor shall be provided with dates that he/she is under care and cannot respond. The medical condition should not be on the note.

Section 4: Vacancy of Office

1. The President of the fire company shall appoint any elective Administrative offices left vacant after the general elections in December.
2. The Fire Chief of the company shall appoint any elective Fire Offices vacated after the general elections in December.
3. Any elective offices vacated in the middle of a term will be opened for nominations during the meeting the vacancy is declared. A second nomination and election by paper ballot will take place at the next company meeting.
4. In the event, not enough letters of intent are received to fill all Line Officers positions, the unfilled positions will be voted on at the January business meeting using letters of intent from any active members, in good standing, received a week prior to this meeting.
5. Candidates for the position must qualify under Article IV Section 2 A & B, Sections 3-4-5.

Section 5: In the Event of a Tie

1. In the Event of a Tie the tied candidates shall go to a runoff election. Only the candidates who tied in the original election shall be eligible for the runoff.
2. The President shall retain the election committee until election is resolved. The President shall declare a special meeting and a runoff election for the following Thursday. The runoff election shall be held under the same rules as under the regular election under Article IV- Election of Officers.
3. The second runoff election shall be a secret paper ballot conducted at the special meeting. All candidates eligible for the original election may vote (fire line and company, as per Membership Committee List). Once the ballots have been

distributed the President will (at his/her discretion) close the voting process by announcing that no more ballots will be handed out.

4. Fire Line Officer Resolution of a tie. A candidate may present to the company a curriculum vitae, college transcript or Division of Fire Safety educational courses completed. Or a fire service seniority, time served in any fire company or fire department may be submitted. A two-tiered evaluation process will be used to determine the tie breaker based on a point system.
 - a. A curriculum vitae, resume, college transcript with completed Associate Degree or greater will be worth 5 points.
 - b. Division of Fire Safety educational courses completed will be worth 1 point each.
 - c. Fire Service seniority will be worth 1 point per year served.
5. Administrative Officer Resolution of a tie. A candidate may present to the company.
 - a. A curriculum vitae, college transcript with educational courses completed Associate Degree or greater will be worth 5 points.
 - b. Fire Service seniority will be worth 1 point per year served.

ARTICLE V – STANDING COMMITTEES

Section 1: Grievance Committee

The Vice President, one (1) Trustee selected according to his/her responsibilities of the fire company, one (1) Fire Line Officer appointed by the Fire Chief, and two (2) members that are active in good standing appointed by the President, shall constitute this committee. All appointments shall be made for one year except where there is a conflict of interest.

1. This committee shall hear all cases of neglect of duty or disobedience of the rules and regulations and shall impose suitable fines as provided in the rules of the fire company, or take such action, as they deem necessary. A clear violation of enumerated rules, criteria or regulations will be the basis for the chief to start a grievance. It is noted that a grievance situation is a confidential matter. Due process must be followed.
2. This committee shall hear all cases of grievances against the fire company and shall investigate same, taking such action, as they deem necessary. It is noted that a grievance situation is a confidential matter. Due process must be followed. They shall report at the next company meeting the actions they have taken for the approval of the company.
3. This committee shall report, in writing, at the next scheduled meeting to the membership, all omissions of duty, of disobedience, of orders on the part of officers, or members of the company. It is noted that a grievance situation is a confidential matter. Due process must be followed.
4. This committee shall keep a record of all cases heard and a record of all fines levied. They shall notify the Financial Secretary to collect all fines levied.

Section 2: Membership Committee

1. The membership committee shall consist of seven (7) members, five (5) of which will constitute a quorum to act on committee business. The committee will consist of Fire Chief, President, one (1) Trustees, and three (3) members in good standing appointed by the President. Should any member decide to withdraw from the committee they will provide a letter of withdrawal to the President immediately. All correspondence, candidate list, and documents pertaining to the committee will be turned over to the President.
2. The committee shall review all applications and interview all applicants prior to the second reading and after the background investigation is completed, review probationary members before they are accepted as active members. They shall supply the fire company with a list of members eligible to hold office in the fire company by the first meeting in November. Also, a list of members names in good standing eligible to vote in the first meeting in December.
3. Both lists shall indicate which members have met the requirements and which members the committee has granted relief in order to obtain their eligibility. Once the membership of the fire company has accepted the list prepared by the Membership Committee on the floor of a regular meeting it shall be final.

Section 3: Fund Drive Committee

Appointed by the President and shall be responsible for the annual fund drive.

Section 4: Safety Committee

Appointed by the President and shall be responsible for safety.

Section 5: Constitution / Bylaws Committee

Appointed by the President and shall be responsible to receive all motions and resolutions for change in the bylaws after the first reading and prepare it for the proper position and wording in the bylaws. The chair or a committee member shall read them, giving title and section of the bylaws and the wording in the section reading for final passage.

Section 6: Recreation Committee

The Recreation Committee shall consist of five (5) members. The committee shall be responsible for all recreation activities sponsored by the fire company. The committee shall administer any vending machines authorized by the fire company.

The President shall appoint the committee at the first meeting in January or at the earliest meeting after that.

The committee shall elect a chairman or co-chairman at the first committee meeting after appointment.

The committee shall submit a written monthly report at the first meeting of the month to the President, with a copy to the secretary for inclusion in the meeting minutes. The report shall detail any functions scheduled and any profits made during the previous month. The report shall detail any expenditures made in the report period. Any profits shall be turned over to the company with the submission of the report.

The committee shall have the power to change any vending machines when they deem it necessary, they shall have the authority to maintain a petty cash fund not to exceed \$150.00 to buy any supplies needed. If the committee needs monies in the addition to that contained in the petty cash fund they shall request for the expenditure.

Section 7: Committee Regulations

All committees, standing and special, shall appoint a chairperson. The chairperson shall report at each regular fire company meeting the progress of the committee and furnish the Recording Secretary with dates and members in attendance of any meeting or action taken by the committee.

Section 8: Special Committees

The President may appoint other committees as may become necessary. Should any such special committee be found to be of an advantage as a permanent committee. It will be necessary to amend the bylaws for their inclusion.

ARTICLE VI – COMPANY AND SPECIAL MEETINGS

Section 1

Company meetings shall be held on the first and third Thursday of each month at 8:00 PM, except for the months of June, July, and August, when the meetings will be held on the third Thursday. At the commencement of the meeting the Sergeant at Arms shall call the roll of members present, with the member answering in the affirmative.

Section 2

Seven (7) active members shall constitute a quorum for the transactions of business. At a regular business meeting when no quorum is present, and in the absence of the elected officers, it shall be the duty of a member with the longest time in service to call the meeting to order, cause the roll to be called, mark those present, and adjourn the meeting. Members that are in attendance will be afforded credit for their attendance. Lack of Quorum may not be called before 8:30 pm.

Section 3

Virtual Meeting Attendance. The President or Vice President shall notify members via IAR at 12:00 hours and again at 18:00 hours that a Virtual Meeting will be held, date specific. Members must obtain the no cost program and establish an account. Upon logging into the Virtual Meeting, the presiding officer will direct the Sergeant at Arms to add the member to the attendance list. At the commencement of the meeting the Sergeant at Arms shall call the roll of members present, with the member answering in the affirmative.

Section 4

When in absence of the President, the order of officers listed in Article VII of the Constitution shall be used for the selection of an officer to run the meeting.

Section 5

The President or the Fire Chief shall have the power to call a special meeting for any emergency business that may arise.

ARTICLE VII – FEES AND CHARGES

Section 1

The application fee for an active member shall be \$25.00, which is payable with the application. The fee entitles the member to receive a membership card, door key, and access to the members website to access a copy of the constitution and bylaws.

Section 2

Uniform trousers, jacket, hat badge, breast badge, and tie will be purchased for all active members making their quotas. The same uniform as above shall be purchased for Life Members making their quotas. Members receiving their uniforms shall place a \$25.00 deposit, which will be returned upon the return of the uniform.

ARTICLE VIII – DEATH OR ILLNESS OF A MEMBER

Section 1

On the death of a member, the fire company shall place his name in the memorial plaque for thirty (30) days. The fire company shall notify the Secretary of the Relief Association, and also the fire company representative to the Mercer County Beneficial Fund.

Section 2

The fire company shall, on the death of a member, member's wife, member's husband, member's children, member's mother or father, send flowers.

Section 3

The fire company, upon notification of hospitalization of member, his wife, her husband or his parents, shall send flowers, fruit basket, or whatever is deemed appropriate.

Section 4

Any member may be buried in his /her dress uniform if the family so desires. The fire apparatus may be used for funerals of firefighters or their immediate families, if so requested. All requests must be directed to the Chief of the fire company.

Section 5

If the death of a member is in the line of duty or indirectly connected to line of duty, the fire company shall prepare all of the required information necessary for the Federal and State Government. The information shall include his /her beneficiary or his /her next of kin.

Section 6

It shall be the duty of all firefighters of this fire company to offer whatever assistance may be required to the family of the deceased member.

Section 7

Upon the death of a member, or his /her immediate family, the fire company shall make the hall available to the family.

APPENDIX I

COMPANY QUOTA REQUIREMENTS

Listed in these requirements are the methods to obtain credit at various company activities. Any member attending a company activity that does not meet the criteria listed will not be given credit. The member in question must be notified that he is not receiving credit by the officer or member in charge of that activity.

Any judgments or variations from these requirements will be at the discretion of the officer or committee chairman in charge of the event.

COMPANY MEETINGS

Members must be present in the meeting room or virtually by 8:15 PM and attend the entire meeting, unless excused by the President or officer presiding at the meeting.

Credit will also be given to members attending a fire company sponsored activity running concurrent to the meeting.

APPENDIX II

SLACKWOOD VOLUNTEER FIRE COMPANY HOUSE RULES

1. The Radio Room is for official business only. The use of it by any member for any other reason is prohibited.
2. The kitchen is off limits to any member who does not have a valid reason for being there. Sitting or standing on the countertops is prohibited.
3. Social gatherings are permitted near the bar area provided members leave the bar in the same clean condition.
4. Drinking of any alcoholic beverage by any member under the age set by New Jersey State Law is strictly forbidden on company property. Violators will be automatically dismissed from the fire company.
5. No member is to take any property from the firehouse unless permission is received from either the Chief or any Trustee and the proper form is filled out. Fire Chief for fire equipment and Trustees for any other property.
6. There is to be absolutely no littering inside or out on any fire company property. No throwing of papers, cigarette butts, or any other kind of refuse on the floors or sidewalks. All refuse shall be put in proper containers.
7. Horseplay of any kind is prohibited on fire company property.
8. Loud or abusive language will not be tolerated on fire company property.
9. Careless use of any motor vehicle on fire company property is prohibited.
10. No parking in emergency zone, Fire Alarm response only.
11. Smoking is not permitted in the firehouse, as per NJ law.

Violators of any of the above rules will be liable to suspension or dismissal as decided by the Membership Committee or Grievance Committee depending on the seriousness of the violation. It is the duty of all members to report any violation of the above rules. See Article II Section 8 of the Bylaws.

APPENDIX III

THE NEW JERSEY STATE FIREMEN'S ASSOCIATION

The association was created almost a century ago by state legislation. Its express purpose is to maintain a General Relief Fund that provides financial relief and burial benefits to qualifying members.

Under the State Association we are a fully organized local relief association. Ours, which is the Lawrence Township Relief Association, is made up of the three township fire companies; each company has six (6) delegates. There are three (3) trustees and three (3) representatives whose job is to review, and process claims and forward reports and information to the State Association. Monies for the local funds come from a levy on fire insurance premiums written by Insurance Companies chartered outside of the State of New Jersey.

For a member to qualify for full benefits, he /she must be on the State Firemen’s list, have a line number, and must have completed seven (7) years of active service of 60% of fire company alarms per year. A scale of benefits is used to prorate, based on the years of service completed.

Each Fire Company appoints their representative each year. When a representative has been appointed as a delegate to the State Convention, he / she then becomes a life member of the State Association, entitled to vote at the Convention without being appointed by the local association.

It is important for each qualifying member to keep his exempt certificate in a safe place where family members know of it, in event of said member’s death. The local association must have the information in order to take action.

NAME	STATE LIST LINE NUMBER	DATE EXEMPTED
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APPENDIX IV

MERCER COUNTY FIREFIGHTERS ASSOCIATION
BENEFICIAL DEPARTMENT

Preamble

In view of the uncertainty of life and for the purpose of providing a fund for the event of death, the formation of the Department by the members of the Mercer County Firefighters Association is hereby determined to be known as the Beneficial Department of the Mercer County Firefighters Association.

The members of the Beneficial Department shall consist of any firemen in good standing of any fire company, which is a member of the Mercer County Firefighters Association, to include the Ladies Auxiliary. Any duty-elected firefighter having served six months in a fire company holding membership in the Mercer County Firefighters Association and being between eighteen and fifty years old is eligible for membership in the Beneficial Department.

Every member shall pay an initiation fee of fifty cents and two advance assessments of fifty cents each and, thereafter, annual dues of twenty-five cents. Upon the death of a member, an assessment of fifty cents shall be due and should be paid within thirty days from the date or call under penalty or forfeiture of membership.

Any additional information you may require should be directed to the fire company Trustee to the County Beneficial Department.

APPENDIX V

DELEGATES TO MERCER COUNTY FIREMEN'S ASSOCIATION

Three (3) representatives plus Chief are ex officio.

Any fire company member whose company holds membership in the association is privileged to attend any of the association meetings.

Any delegates or chief line officers attending at least nine (9) meetings per year for any five (5) years shall be elected a life member of the association and entitled to vote.

Fire Company dues should be paid, and delegates should be appointed during the month of December for the coming year.

APPENDIX VI

SLACKWOOD FIRE COMPANY AWARDS SYSTEM CRITERIA

The following is the criteria, types, and identification for the awards that will be presented.

Class I Commendation: "Distinguished Service Award"

Purple Ribbon with a gold border accompanied by a plaque listing a synopsis of the incident the award is presented for. Ribbon to be worn on the right breast of the uniform.

"A voluntary action that results in the member placing themselves at great personal risk, under the most adverse conditions, and results in the saving of a life."

This award requires the member to act in such a manner that his own life is placed in jeopardy during the action/rescue. This action would most often be accompanied by the saving of a human(s) life from a condition evidencing severe fire conditions. This does not preclude a rescue or attempted rescue made involving poisonous or flammable liquids/gas leaks, water rescues, or rescues made involving persons trapped in caves or underground voids such as trenches or building collapses.

Class II Commendation: "Meritorious Service Award"

Blue Ribbon with a gold border and to be worn over the right breast of the uniform.

“A voluntary action which is associated with exceptional character and usually encompasses unusual ability, initiative, or courage above and beyond the call of duty. The member must expose themselves to a degree of extraordinary personal hazard resulting from the activities related to the protection of life and property.”

This award follows the same criteria as the Distinguished Service Award, but the member is placed in a lesser degree of danger. An example would be a rescue effected utilizing a charged hose line and full protective clothing where the member does not incur injury or where first aid actions result in the saving of a life. Documentation from a certified agency must accompany the first aid consideration.

Class III Commendation: “Certificate of Commendation”

Gold Ribbon with a gold border to be worn over the right breast of the uniform.

“An action which involves outstanding performance on a member’s part and reflects great credit upon himself and the fire service in general.”

This award requires a performance, which demanded that “Extra Effort” on the part of the member, not necessarily restricted to a rescue or lifesaving action. An example would be evacuation of person(s) from a fire building, at some personal risk, but where the situation may have escalated, and the action reduced a life hazard potential. A **performance** under fire conditions which were severe or demanding. Service to citizens in non-fire areas such as fire prevention and/or education, first aid application in a degree less the criteria set forth for the Class II award, or the completion of a project that furthers the protection of the citizens in the fire district or fire service.

Chief’s Award Commendation

Red Ribbon with a gold border that is worn over the right breast of the uniform and is accompanied by a plaque describing the award.

Award by the Chief of the company annually and based solely on his criteria.

President’s Award Commendation

White Ribbon with a gold border that is worn over the right breast of the uniform. Awarded by the President of the company annually and based solely on his own criteria.

Slackwood Volunteer Fire Company 100 Anniversary Memorial Pin.

Gold and blue ribbon with a gold border center numeral (100). This pin was awarded to members in good standing at the 100th anniversary 2007 only.

Special Awards. Any member in good standing having received an award from any Lawrence Township Fire Company, First Aid Squad, CPR Save, State Government, and Military Campaign awards may include those awards on their Class A Uniform.

The awards will be worn in accordance with the provisions as set forth in the uniform types of this standard.

The Awards Committee shall consist of the following appointed annually by the President:

- One Fire Line Officer
- One Company Officer
- Three members from the floor

The committee shall choose a chairman amongst them and will meet as they deem necessary. A majority vote is required to finalize a nominee.

A member can be nominated for an award by anyone of the following means:

- A Fire Officer
- A Company Officer
- A Citizen of the Lawrence Community
- A Member of the Governing Body
- A Member of a Police, Fire, or First Aid organization

The nomination must be made in writing and must contain facts concerning the member's actions and must be substantiated by news accounts, pictures, or notarized information.

APPENDIX VII

AUTHORIZED UNIFORMS WORN BY COMPANY MEMBERS

Three classes of uniforms are hereby designated to be worn by the members of the Slackwood Volunteer Fire Company No. 1 Inc. and are as follows:

Class "A": Full Dress Uniform

A full-dress uniform will include blue uniform jacket, blue uniform trousers, uniform shirt/long or short sleeve, black or navy-blue tie, cap, gloves, black belt, black socks and black uniform dress shoes.

Class "B": Semi-Dress Uniform

The semi-dress uniform will consist of a long or short sleeve shirt, uniform trousers, black belt, black socks, and black uniform style shoes.

Class "C": Work Uniform

The work uniform will consist of short sleeve uniform shirt, open collar, and a fire company ball cap, black trousers or shorts.

The Chief of the department or the officer in charge of the detail will designate the uniform of the day.

The Class "A" Uniform jacket will display the following authorized equipment to be worn in the listed manner:

BREAST BADGE:	To be worn on the left breast, center of the chest.
RANK DESIGNATION PINS:	To be worn on the upper left and right collars and of open design.
SERVICE AWARD PIN:	To be worn on the lower right collar and to be a single, most recent award of Life Member Pin.
COMPANY AWARD(S):	To be worn on the right breast, center of the chest on the uniform of the day. In the event of multiple awards, they will be worn in the order as follows:

The highest award closest to the center of the chest followed to the right by the next order award. For example, if the Distinguished, Meritorious, and Chief's Awards are authorized, they will be displayed as follows: Distinguished to the extreme center of the chest, followed by the Meritorious to its right, followed by the Chief's Award. When more than three individual awards are authorized, the fourth award shall be centered above the other three and shall be the highest award. When an award of the same designation is authorized a second time, it will be displayed as a silver cluster on the original ribbon, likewise for the second, third- and fourth-time authorizations. When the same award is authorized for the sixth time, it shall escalate to the highest class.

APPENDIX VIII

JUNIOR FIREFIGHTER' RULES

1. Age limit 16 to 18 years.
2. Membership will be accepted at any fire company meeting.
3. Upon reaching 18 years of age, you must become a regular firefighter or be dropped from the fire company.
4. All junior firefighters, when joining the fire company, shall attend three drills before he/she can ride the apparatus to any alarm.

5. All junior firefighters must attend a certified Fire Fighter I program and complete the course of instruction or he/she will not be accepted as a regular member.
6. All junior firefighters will answer fire alarms only between the hours- 6:00 AM to 10:00 PM, when school is in session. When school is not in session they may respond until, 11:00 PM
7. No junior firefighter will leave school for any alarm unless an officer calls the school. Each junior will have his name listed with the school and a letter from the Chief.
8. A junior firefighter will be out of the firehouse by 10:00 PM on school nights, when there is no school, 11:00 PM.
9. All juniors will wear full PPE when answering a fire alarm or drill.
10. At no time will a junior firefighter enter a burning or smoke-filled building or operate any power tools or equipment.
11. No junior firefighter, at any time, will drive or start any of the fire apparatus.
12. No junior firefighter will ride in the front seat of the apparatus when responding to an alarm.
13. Junior firefighters will attend all company drills.
14. No junior firefighter will be used for any standby or mutual aid calls outside of the township.
15. All junior firefighter discipline matters will be handled by the Chief. If suspension is necessary, the incident will be reviewed by the Board of Chiefs.
16. The duties of the junior firefighters are to help at all the fire company's events.
 - A. To help at fires.
 - B. To answer all drill calls.
 - C. Cleaning of the firehouse.
 - D. Cleaning of the fire trucks and equipment.
 - E. To help at all fund-raising activities for the company.
17. At no time will junior firefighters be allowed to talk on any fire company radios.

All Junior firefighters will obey all of these rules and the Constitution and Bylaws of the Slackwood Fire Company.

APPENDIX IX

CADET FIREFIGHTERS RULES

1. Age limit 14 to 16 years old.
2. Members will be accepted at any fire company meeting.
3. Upon reaching the age of 16 you will become a Junior Firefighter.
4. Will answer alarms only between the hours of 8AM to 9PM.
5. Cadets will not leave school for any alarms.
6. Cadets will be out of the firehouse by 9PM on school nights.
7. Cadets will wear full PPE. (Helmet, Coat, Bunker Pants, Boots)

8. At no time will any cadet enter any condition deemed hazardous by any fire officer. At no time will a cadet firefighter enter a burning or smoke-filled building or enter any condition deemed hazardous by any fire officer or operate any power tools or equipment.
9. No cadet will start or drive any fire apparatus.
10. No cadet will ride the apparatus, unless going to drills or non-emergency fire company activities.
11. All cadets will attend all company drills, unless they notify a fire line officer.
12. At no time will any cadet talk on any fire company radios.
13. The Chief will handle all discipline matters.
14. No cadet will be allowed to smoke or consume any illegal substance on firehouse property. (Tobacco, Alcohol, Drugs, etc.)
15. The duties of a cadet are to help out at drills, clean the firehouse, fire apparatus and equipment and also to help in all fund-raising activities.
16. All cadets must attend maintain a minimum of a grade point average of a "C" or higher if specified by his or her parents/guardians. The Fire Chief or officer in-charge of the cadets may request proof of grade point average.
17. At no time are cadets allowed to have any visitors unless authorized by a fire line officer. The only exception will be his/her parents/guardians.
18. If a cadet has been disciplined by his/her parents/guardians they will not be allowed in the firehouse or be allowed to attend any firehouse activities.
19. Cadets will be required to give all emergency phone numbers of his or her parents/guardians to the officer in charge of the cadets so they can be notified if or when needed.
20. No cadet may enter the firehouse any day he or she missed school.

All Cadets will obey all of these rules and any other fire company rules, and will obey the Constitution and Bylaws of the Slackwood Fire Company.

APPENDIX X

An ordinance amending Chapter 8 of the Lawrence Township Administrative Code entitled, "Fire Prevention".

Ordinance No. 1641-01

Be it ordained by the Township Council of the Township of Lawrence, County of Mercer, and State of New Jersey, that Chapter 8 of the Lawrence Township Administrative Code is amended as follows:

- I. Delete Section 8-5 Same – Junior Firemen
- II. New Section 8 -5 – Junior Firefighters

Junior Firefighters, ages fourteen through seventeen, are permitted in each volunteer fire

Company by virtue of the establishment for each such company of a junior firefighter's auxiliary pursuant to state law.

A. The following rules and regulations shall govern junior firefighters:

- (1) Each junior firefighter shall have parental permission, in writing and approved, as set forth in statute.
- (2) Each junior firefighter must present evidence of satisfactory physical examination by a licensed physician.
- (3) Junior firefighters must maintain grades of "C" or better in each subject in each marking period. Report Cards must be submitted to the Fire Chief each marking period for conformation of compliance.
- (4) A junior firefighter, age sixteen or seventeen, may participate in activities until 10:00 PM on any night when school is in session the following day and until 11:00 PM on all other nights.
- (5) A junior firefighter, age fourteen or fifteen, may participate in activities until 9:00 PM on any night.
- (6) A junior firefighter, age fourteen or fifteen, may participate in drill and training but may only observe other activities. Junior firefighters of this age may not respond to emergency calls either on a fire company apparatus or by any other means.
- (7) Junior firefighters may ride on company apparatus in non-emergency activities only.
- (8) Each fire company may promulgate such rules and regulations pertaining to its junior members as necessary. Said rules and regulation may not be inconsistent with Township ordinance or status.

III. Repeater.

All ordinances or parts of same inconsistent with any of the provisions of this ordinance is hereby repealed to the extent of such inconsistency.

IV. Severability

If any section, paragraph, sentence, clause or phrase of this ordinance shall be declared invalid for any reason, the remaining portions of said ordinance shall not be affected thereby and shall remain in full force and effect.

V. Effective Date

This ordinance shall become effective twenty (20) days after adoption. For clarity the First Reading and Second Reading and said date of adoption will be considered the adopted date as noted below. Future changes will utilize appropriate First Reading and Second Reading and said date of adoption.

Presented. 4/15/21
First Reading
Second Reading
ADOPTED: , 2021.

**UPON ADOPTION OF THIS CONSTITUTION AND BYLAWS DOCUMENT ALL PREVIOUS EDITIONS
IN PRINT OR ELECTRONICALLY MAINTAINED ARE SUPERCEDED.**

ORDER OF BUSINESS

1. Call meeting to order, welcome guest.
2. Pledge of Allegiance (Flag Salute)
3. Honor deceased members (Silent Prayer)
4. Reading of minutes of the previous meeting.
5. Roll Call of Officers.
6. Report of Treasurer.
7. Report of Fire Chief.
8. Report of the President
9. Report of the Trustees
10. Report of Delegates to Mercer County Firemen's Association.
11. Report of Collector of Mercer County Firemen's Association Beneficial Department.
12. Report of Delegates to Lawrence Township Relief Association.
13. Report of the Chaplain.
14. Report of Standing Committee (Committee Chairperson).
15. Report of Special Committee (Committee Chairperson),
16. Communications and Bills.
17. Receipts of the Evening.
18. Good and Welfare.
19. Anything else to be brought before the company.
20. Adjournment.

All meetings will be conducted according to this order of business. However, the President has the right to change the order if he deems it necessary.

ERRATA